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OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2016-011

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP, SHRM-SCP 
Human Resources Director

SUBJECT: Coding Expenditures and Tracking Lost Revenues Related to Severe Weather

DATE: March 15, 2016

Because of the impact of the severe weather on the State, it is critical to maintain documentation on the Payroll and Overtime associated with declared State of Emergency-Severe Weather.

All overtime shall comply with federal laws, specifically the Fair Labor Standards Act, state laws, Department of State Civil Service Rules and Regulations and OLG/ DCRT policy.

PAYROLL

Activity Code: The newly created activity code "TR01" must be utilized if the employee's overtime work is related to activity associated with the declared State of Emergency-Severe Weather. If the employee works overtime due to the effects of the severe weather, timekeepers MUST code these hours to activity "TR01".

Office Closure – Costs incurred for employees that are being compensated during office closures due to the severe weather must be identified. Special Leave Office Closure code "LSOC" must be entered in order to track these payments. The Division of Administration will execute reports to determine this cost. Agencies are **NOT** to enter the activity code "TR01" on these LSOC entries.

Agencies are **NOT** to enter the activity code "TR01" on any regular hours worked or leave hours taken.

Please make this information available to appropriate personnel in your divisions. If you have any questions, contact the Human Resources office at (225) 342-0880.

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